



## City of Muskegon – Code Compliance Complaint Form

**\* Please provide a copy of your lease or rent receipts.**

**Date Filed:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Building** \_\_\_\_\_ **Unit** \_\_\_\_\_

**Landlord Name:** \_\_\_\_\_  
(if known by complainant)

**Landlord Phone:** \_\_\_\_\_  
(if known by complainant)

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### Complainant Information

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State Zip:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_

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**Complaint:** Please be as descriptive as possible with the item and the location of the item.

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I hereby swear and affirm that to the best of my knowledge and ability; That the above statement to be a true and factual representation of the conditions and/or problems currently occurring at the above referenced rental unit, I have notified my landlord of these issues first and I am not completing this as a form due to being in an eviction or have been evicted.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Complaint Frequently Asked Questions and Procedures

1. To be able to better respond and understand your complaint, all complaints must be made in person at the city hall and be in writing, using this form.
2. Please give us as much specific information as possible regarding your complaint. For example, do not just tell us the roof leaks; tell us which room the roof leaks in. In other words, be specific.
3. There are no fees charged to the tenant for filing a complaint, but in some cases the landlord could incur an inspection fee and a registration fee.
4. If the property does not currently have a Certificate of Compliance, a notice to inspect will be sent to the owner requesting an inspection of the dwelling and completion of a Rental Registration form.
5. If you have a lease or rental agreement, please do not file a complaint regarding something that is clearly your responsibility to maintain according to the lease or rental agreement. The city cannot act as a mediator or court to resolve civil matters between two parties.

For Staff use only:

Is Property Registered Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a Valid Certificate Yes \_\_\_\_\_ No \_\_\_\_\_

Expiration date of Certificate \_\_\_\_\_

Have there been previous complaints of this nature within this unit Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a local Agent Yes \_\_\_\_\_ No \_\_\_\_\_

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This complaint will not get processed unless the inspector has it. This may be returned to the Planning Department on the 2<sup>nd</sup> floor of City Hall, 933 Terrace St., Muskegon, MI 49440 or faxed to (231) 724-6790.